PERSI announces "iTelecash," an on-line alternative to Easy Pay

PERSI is pleased to announce an enhancement to our "Easy Pay" electronic payment system for all PERSI contributions. This new web-based system allows you to enter and transmit payment transactions on-line.

It is called "iTelecash" and is another access method to Easy Pay, our current telephone payment method.

As with the phone system, there is no charge for you to use this service. (Note: State of Idaho agencies - If you pay contributions through the Controller's Office, Easy Pay and iTelecash do NOT apply to you.)

One advantage of the web-based payment system is the import function. With this option you can set up the location numbers and pins for both the Base and Choice plans and save the set up in Excel as a CSV file. Then on each pay period reporting cycle, all you need to do is enter the new dollar amounts, effective date and pay period end date.

After logging into iTelecash, you chose the import button and select your CSV file. This option is also useful if you pay PERSI from several sub-accounts but the funds come from the same bank account. You can break down your payments into multiple lines for your recordkeeping purposes, save the set up and reuse it each pay period.

If you currently use -Easy Pay (or if you have completed the application process, but have not yet used Easy Pay) you can begin using iTelecash immediately with your current location and pin numbers.

The web address is www.mellon-gcmmps.com. You will be prompted to enter a User ID of **15686** and use the password **PERSI3**. Screen prints that take you through the entire process are enclosed.

The company number is still **2238**. You will be assigned location numbers and PINs if you don't already have them (see the signup process below). You will now have the ability to use either the web-based or telephone method.

If you have not yet signed up for Easy Pay but wish to, you will need to complete the sign up form (also included in this information package) and return it to PERSI.

A separate sign up sheet must be completed for each PERSI employer number. (For example, if a city also reports its fire department under a separate PERSI employer number, you will need separate sign up forms and location numbers for the city and fire department.)

Easy Pay, whether via the phone or iTelecash only affects the method of transmitting funds to PERSI and can be used with any method of transmitting payroll data to PERSI.

Please read through the enclosed information including Screen Prints for the iTelecash system, the touch tone phone system and the Sign Up form.

If you have any questions contact: Cecile McMonigle at 334-2451 ext. 272 cmcmonig@persi.state.id.us or Tess Myers at 334-2451 ext. 235 tmyers@persi.state.id.us .

Annual reminder for School Districts:
Here's how to do your summer RS-109's

The end of the school year is almost here.

If you have employees who are not paid on a 12-month basis and do not work during the summer, you need to submit an RS-109 Notice of Separation for each of these people.

School district personnel who receive their salary over 12 months may leave employment in May or June, but they are paid through the end of August - the contract end date. This date is usually August 31, but may be a few days earlier depending on an individual district's contract end dates. Please use the specific contract end date for your district.

PERSI cannot pay separation or retirement benefits to these employees until they are out of pay status, even if they haven't actually worked since May or June. This is because teachers on 12-month contracts are still considered to be active members during the summer, earning membership credit. Teachers on 9-month contracts receive 9 months of service.

On the 109, the termination date should be August 31 if the member is paid through August.

Employee Returning to Work
If the employee will be returning to work, use item #10 Leave of Absence Without Pay to indicate the last day on the job, and #11 Return from Leave of Absence to indicate the first day of work in August or September (not the first pay date).

Employee Retiring
A teacher may retire in May or June if their contract is paid off early, but if they do so, they will not receive service credits for the time they missed between their retirement date and their contract end date (usually August 31).

If an employee does retire in May or June with a contract payoff, the Termination Date or Contract End Date is the last actual date in May or June on the job.

If they are retiring and are being paid through the end of August, their Termination Date or Contract End Date is the last day in pay status or last day paid through (usually August 31).

Employee Terminating
If the employee is terminating and not returning to work, or would like a separation benefit, indicate the last physical day on the job unless the member is being paid through August. If the employee is being paid through August, the termination date is that specific date in August after which they will no longer be paid.

On the RS-109, use item #1 Resignation if the employee is quitting.

Use #15 Other if the employee has been fired or the job has been eliminated. You do not need to specify that the person was fired. We don't need to know that. You may simply check "other," without stating they were fired.

If you know that the employee is moving to another agency, please enter this in #17 Remarks.

Remember, employees do NOT have to take a separation benefit if they are terminating. They may leave their money in PERSI for three years if not vested, or until retirement if they are vested.

Call if You Have Questions
We know this is confusing, so if you need more information, call Margi Bloom at 334-2451 or 1-800-451-8228 ext. 295, or e-mail her at mbloom@persi.state.id.us . She will be happy to answer any questions you may have.

Add us to your web favorites
www.persi.state.id.us